

TOWNSHIP OF ABINGTON LAND USE AND DEVELOPMENT

GUIDANCE MANUAL

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IMPORTANT CONTACT INFORMATION

Executive Assistant to the Township Manager ¹	267-536-1003
Township Planner	610-278-5238
Zoning Officer	267-536-1010

¹ All communications and questions regarding land use applications are to go through the Office of the Township Manager.

APPLICATION SUBMISSION FOR THE REMAINDER OF 2021

Pre-submission meeting dates	Application Deadline**	Planning Commission Meeting	Board of Commissioners (BOC) Committee of the Whole Meeting (COW) <small>Note¹: Please see footnote below. The COW may refer a land use application to the Land Use Committee.</small>	BOC Regular Meeting*
<i>4th Tuesday of the month</i>	<i>By 2 PM</i>	<i>4th Tuesday of the month at 7 PM</i>	<i>2nd Thursday of the month at 7 PM</i>	<i>2nd Thursday of the month at 6:30 PM</i>
4/27/2021	5/7/2021	6/22/2021	7/8/2021	8/12/2021
5/25/2021	6/4/2021	7/27/2021	8/12/2021	9/9/2021
6/22/2021	7/2/2021	8/24/2021	9/9/2021	10/14/2021
7/27/2021	8/6/2021	9/28/2021	10/14/2021	11/10/2021
8/24/2021	9/3/2021	10/26/2021	11/10/2021	12/9/2021
9/28/2021	10/1/2021	11/23/2021	12/9/2021	1/13/2022
10/26/2021	11/5/2021	12/28/2021	1/13/2022	2/10/2022
11/23/2021	12/3/2021	1/25/2022	2/10/2022	3/10/2022
12/28/2021	1/7/2022	2/22/2022	3/10/2022	4/14/2022
1/25/2022	2/4/2022	3/22/2022	4/14/2022	5/12/2022

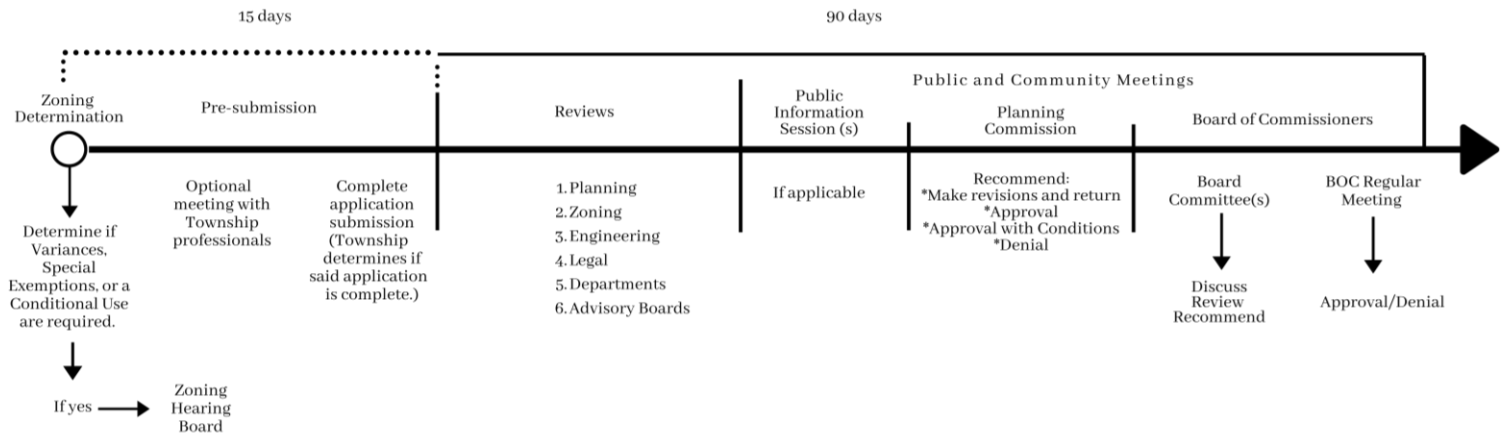
¹ Committee of the Whole may refer a land use application to the Land Use Committee on the Wednesday prior to the regular Board of Commissioners Meeting.

*Pre-submission meetings occur at 10 AM and 11 AM., and will be given one (1) hour. Meetings will only be scheduled in order, beginning at 9:30 a.m. Later appointments are available only when earlier times have been filled.

*Pre-submission meetings can, and should, occur well before the application deadline date. The dates above do not directly correlate to the submission deadline schedule.

**If the date falls on a holiday or weekend, and the Township offices are closed, the deadline is the following business day.

PROCESS FOR SUBDIVISION AND LAND DEVELOPMENT APPLICATIONS



PRE-SUBMISSION

- Prior to submitting a Land Development application, an applicant is encouraged to contact the Office of the Township Manager (OTM) to inquire about the submission process, development requirements, restrictions, etc. If an application may require re-zoning, or text or map amendments to the Zoning Ordinance, please contact the Office of the Township Manager at 267-536-1003.
- A Professional Services Agreement (PSA) is completed for review fees and pre-submission meeting fees, if applicable.
- Applicant gathers all required materials from the appropriate application checklist in order to submit a COMPLETE application. Applications will be reviewed for completeness within 5 days of submission. Incomplete applications will be returned to the applicant, indicating deficiencies. The Township Engineer will coordinate and distribute.
- Applicants submitting a major subdivision or a land development application to the Township are recommended to have a pre-submission meeting that may include Township planning, zoning, legal and engineering representatives. Please contact the Office of the Township Manager at 267-536-1003 with any questions or to schedule a pre-submission meeting.
- Minor subdivision applications do not require a pre-submission meeting, but one may be requested by the applicant and is encouraged. If a pre-submission meeting is requested, a PSA will be required.
- It may be determined during the pre-submission phase or review phase that the applicant is required to apply or seek a Zoning Hearing Board determination or apply for a Special Exception of Conditional Use in order for the proposed plan to comply with all Ordinances.
- The 90-day approval period does not begin until the date of the next regular Planning Commission meeting after the Township deems the application complete, but not more than 30 days.

REVIEW

- Once a complete application is submitted to the Township for review, it is placed on the next available Planning Commission agenda. The Township BOC will act upon the application as prescribed by the Pennsylvania Municipalities Planning Code and related laws.

- Digital format submissions are required. One (1) digital copy, ten (10) full size paper copies, and one (1) 11x17 reduced copy of the plans, plus three (3) copies of each report or study are to be submitted in the initial submission with the application to the Township to be distributed for review
- During this review period, consulting professionals, various Township departments, advisory boards and councils such as the Abington Township Planning Commission, Environmental Advisory Council, and Shade Tree Commission and the Montgomery County Planning Commission review the application for adherence to Township Ordinances and Codes and prepare written reviews. It is expected that the plans conform to the criteria listed in Articles III and IV of the SALDO in order for a thorough review of the project to be completed. Plans that do not conform may be returned to the applicant for completion.
- Approximately one week (7 days) prior to the Planning Commission meeting, review comments are submitted to the applicant, Planning Commission members, BOC members, and appropriate Township staff.

PLANNING COMMISSION

- The applicant (or representative) is expected to present the application and be prepared to answer any questions when the application is before Planning Commission. It is strongly recommended that the applicant schedule an available technology review prior to formally presenting at a public meeting. If the applicant or a representative is not able to be present, the application may be rejected.
- It may be determined during the review phase or at the Planning Commission meeting that the applicant should revise the proposed plans in order to comply with the Ordinance before a recommendation of approval is granted.
- If the applicant is requested to return to the Planning Commission, the resubmission process is the same as the original. However, the 90-day timeframe continues (is not reset), and a pre-submission meeting is not required unless is agreed to be necessary (for larger projects).
- The Planning Commission makes a recommendation to the BOC of approval, approval with conditions, or denial.

TOWNSHIP BOARD OF COMMISSIONERS (BOC)

- The application will be duly placed on the Committee of the Whole meeting agenda for review and consideration. The BOC at their Committee of the Whole meeting will consider the application and act in accordance with all applicable laws.
- If the BOC by and through its Committee of the Whole seeks additional information or requires further discussion of the application, the application may be referred to the Planning Commission, the Land Use Committee, or a Special Committee meeting.
- The BOC require all relevant materials be submitted by the stated deadline prior to the Committee of the Whole meeting. The applicant (or representative) is expected to be present and be prepared to answer any questions when the proposal is before the Committee of the Whole, Land Use Committee, Planning Commission, Special Committee meeting and/or BOC.

PRE-SUBMISSION MEETING

It is recommended that applicants for land developments or major subdivisions have a pre-submission meeting with Township staff and consultants to review the proposal prior to filing a complete application with the Township.

A Professional Services Agreement (PSA) is required prior to any pre-submission meeting. In order to complete a PSA with the Township and schedule a pre-submission meeting, contact the Office of the Township Manager by phone: 267-536-1003 or email TCastorina@abingtonpa.gov.

All submitted documentation provided should show enough detail for Township staff to review and give informed comments and advice on the proposal. The goal is to provide the applicant with enough feedback to complete his/her application to the satisfaction of the Township and subsequently have as streamlined a process as possible. Therefore, the more detailed information provided upfront, the easier it is to identify any issues ahead of time.

In order for a successful meeting to occur between the applicant and Township Staff, a digital (PDF) file (maximum 10mb) of all required submission materials must be submitted to the Township preferably one (1) week, but no later than three (3) business days, prior to the scheduled meeting. Email all materials to TCastorina@abingtonpa.gov. **If not received within 3 days of the meeting, the meeting will be canceled.** The applicant, in addition the electronic versions, must bring one (1) scalable, full-size (24"x36") set and two (2) 11"x17" sets of all drawings and two (2) 8-1/2"x11" sheets of all written material to the scheduled meeting. It is respectfully requested and expected that the applicant be prepared to present plans at the meeting via electronic media or an electronic presentation on a monitor or projectors at the Township building. The following items are required/recommended:

REQUIRED SUBMISSION MATERIALS INCLUDE:

- Project Narrative/Description of the project and identification of any issues the applicant has identified that may need to be resolved prior to land development approval
 - Existing Conditions Plan of the property and its relevant surroundings showing a minimum:
 - Existing property lines and dimensions, and any easements
 - Existing Buildings
 - Street and railroad rights-of-way and location of major utilities Topography, natural features, waterways (if present), and other environmental features restricted by overlay districts.
 - Existing Conditions Plan overlaid on current aerial, including surrounding properties
 - Preliminary Site Plan
 - Preliminary Landscape Plan
 - Existing and proposed stormwater plans
 - Zoning Conformance Table comparing Zoning requirements to proposal. Shall include, but not be limited to, such items as minimum lot area, minimum lot width, minimum yard setbacks, overlay district requirements, etc. See sample below.
- } May be combined or on individual sheets

Recommended additional submission materials include:

- Identification of site features that could influence the development and the design, including:
 - Views

- Public connections (pedestrian, bicycle and vehicle connections) and adjacent open spaces
- Character of adjacent residential neighborhoods
- Identification of potential traffic impacts, road improvements, etc.
- Identification of common site amenities to discuss the provision and maintenance of each
- Building plans and elevations
- Colored perspective/rendered elevations of the proposed building(s)
- Rendered site plan
- Perspectives showing community views to the site (from public trails, adjacent residential areas, intersections, entrances into the site)

SAMPLE ZONING CONFORMANCE TABLE:

Zoning _____

	Required	Lot 1	Lot 2	Lot 3
Dimensional Regulations				
Min. Lot Area				
Min. Lot Width				
Min. Lot Depth				
Min. Front Yard Setback				
Min. Side Yard Setback				
Min. Rear Yard Setback				
Max. Building Coverage				
Max. Impervious Surface Coverage				
Min. Green Area				
Max. Building Area				
Max. Building Height				
Max. Building Width				
Parking Requirements				
Use - _____				
Use - _____				

**ESCROW AGREEMENT FOR PROFESSIONAL REVIEW FEES
FOR PRE-SUBMISSION MEETING**

The undersigned hereby agrees to post an escrow to cover the costs of the review of subdivision and land development applications by the Township's Planner, Engineer(s), and Solicitor. The amount of said escrow shall be according to the attached "Schedule of Fees" and shall be posted at the time of initial submission of an application to the Township. Said fees shall be placed in an escrow account and any balance remaining shall be returned to the applicant subsequent to the receipt of final approval.

The applicant is advised that the "Schedule of Fees" represents only an estimate of the costs associated with plan review. The completeness and quality of the submission, the complexity of the project, the number of revisions and other factors may cause costs to exceed the established escrow amounts. If during the course of a subdivision/land development review an escrow amount falls to 10% of the original escrow amount or \$250, whichever is greater, the Township may require the posting of additional escrow.

NOTE: NO FINAL APPROVALS, CONSTRUCTION, BUILDING OR OCCUPANCY PERMITS SHALL BE ISSUED UNTIL ALL OUTSTANDING PROFESSIONAL REVIEW FEES HAVE BEEN SATISFIED.

Signature: _____
Applicant

Date: _____

APPLICATION FOR SUBDIVISION/LAND DEVELOPMENT

PROJECT NAME: _____

APPLICANT NAME: _____

TO BE COMPLETED BY THE TOWNSHIP

Submission Information:

Application Number: _____

Date Complete: _____

Project Title: _____

90 Day Date: _____

File Date: _____

Ward No.: _____

REQUIRED MATERIAL FOR ALL SUBDIVISION/LAND DEVELOPMENT APPLICATIONS:

1. This form **MUST** be completed and submitted.
2. A Subdivision/ Land Development Application **MUST** include all of the items listed in the application checklist in Section V to be considered complete.
3. Incomplete application will **NOT** be placed on the Planning Commission agenda. Incomplete applications will be returned to the applicant.
4. Complete applications must be received at least 45 DAYS (see schedule) prior to the Planning Commission meeting at which it will be heard.
5. Ten (10) full size paper copies, and one (1) 11x17 reduced copy of the plans, plus three (3) copies of each report or study are to be submitted in the initial submission of the complete application. A digital copy of all submitted documents must be included with the application.

***It is highly encouraged to submit applications in a digital format**

I. CONTACT INFORMATION

**Applicant
Information**

Name

Address

Phone

Fax

Email Address

**Property
Owners
Information
(if different
than applicant)**

Name

Address

Phone

Fax

Email Address

**Architect/
Planner**

Name

Address

Phone

Fax

Email Address

**Engineer/
Surveyor**

Name

Address

**Engineer/
Surveyor
Cont'd**

Phone

Fax

Email Address

Attorney

Name

Address

Phone

Fax

Email Address

II. PROJECT INFORMATION

Application Type:

☐ Minor Subdivision ☐ Minor Land Develop. ☐ Preliminary Major SD & LD
☐ Preliminary Major Subdivision ☐ Prelim. Major Land Develop. ☐ Final Major SD & LD
☐ Final Major Subdivision ☐ Final Major Land Develop.

Full street address of the property: _____

Tax Parcel No.: _____ County Deed Book No.: _____ Page No.: _____

Description of Proposed Work: _____

Total Tract Acreage: _____ Project Acreage: _____

Zoning District: _____ Existing Number of Lots: _____ Proposed Number of Lots: _____

Existing Sewer Flows: _____ Proposed Sewer Flows: _____

Proposed Land Use:

☐ Single Family Detached ☐ Single Family Attached ☐ Single Family Semi-Detached
☐ Multi-Family ☐ Commercial ☐ Office ☐ Industrial
☐ Other (Describe): _____

III. REVIEW

Please complete the following section by circling a response:

- | | | |
|---|-----|----|
| • Have you met with the Zoning Officer regarding this plan? | Yes | No |
| • Are there known variances/any zoning relief necessary for this project?* | Yes | No |
| • If YES, have you submitted an application to the Zoning Hearing Board? | Yes | No |
| • Has this plan been heard by the Zoning Hearing Board? | Yes | No |
| • Has this plan been submitted to, considered by, or received any formal action by the Planning Commission or Board of Commissioners in the past? | Yes | No |

*Please be advised that if any variances are found to be necessary during the course of the review of this plan, you will be required to go to the Zoning Hearing Board prior to proceeding to the Planning Commission. In addition, you will be requested to grant the Township a waiver to the 90-day action period or an immediate denial of this application will be made, and you will be required to resubmit the application.

It is recommended that ALL Land Development and Major Subdivision applications have a pre-submission meeting to discuss the project prior to full application submittal.

Minor Subdivision applications may request a pre-submission meeting; if one is desired.

Meetings are typically held the fourth Tuesday of each month at the Township Administrative Offices.

Applicants assume responsibility of any fees associated with this meeting.

Applicant signature _____

Date

To schedule a pre-submission meeting, please contact the Office of the Township Manager at 267-536-1003 or email TCastorina@abingtonpa.gov

IV. WAIVERS

List of Requested Waivers: Attach separate sheet if required.

Section/Requirement:

Relief Requested:

V. SUBMISSION

APPLICATION CHECKLIST

The applicant is responsible for the submission of a complete application. This checklist will aid both the applicant and staff in ensuring that all applications are complete. The following is a per item submission checklist for all Subdivision, Land Development and Conditional Use Applications for the Township of Abington.

- ___ Application Form: completed and signed by the owner/applicant
- ___ 10 (ten) copies of the proposed plan, folded to legal file size. Plan should not be smaller than 1" = 50' and not exceed a sheet size of 24" x 36"
- ___ One (1) reduced copy of the proposed plan, no larger than 11"x17"
- ___ Two (2) sets of tentative architectural plans for all applications proposing construction or land development
- ___ One (1) copy of the Recreation Facilities Plan (if required by §146-40)
- ___ Letter of Sanitary Sewer availability from the Township Wastewater Treatment Department
- ___ Two (2) copies of Sewage Facilities Planning Module Applications
- ___ Letter of Water availability from AQUA PA
- ___ One (1) copy of any previous Zoning Hearing Board decisions related to the subject property
- ___ One (1) digital copy of all submitted documents
- ___ Application Fee: Check made payable to the Township of Abington
- ___ Escrow Fee: Check made payable to the Township of Abington. Separate check from application fee

VI. SIGNATURE

The undersigned represents that to the best of his/her knowledge and belief, all the above statements are true, correct, and complete.

Signature of Applicant

Date

Signature of Property Owner (if different than applicant)

Date

THE FOLLOWING IS FOR INTERNAL USE ONLY:

PAYMENT

____ Application Fee Amount: \$ _____ Check No.: # _____

____ Review Escrow Fee Amount: \$ _____ Check No.: # _____

DECISION INFORMATION

Approval _____ Denial _____ Decision Date: _____

Comments/Conditions: _____

PLANNING PROCESS EXTENSION AGREEMENT

FOR

PROJECT NAME

The Pennsylvania Municipality Planning Code (MPC) and the Abington Township Subdivision and Land Development Ordinance state that action must be taken by the Township within ninety (90) days after a complete application is filed with the Township. In the Township, complicated, unique, and community impactful projects have or may require additional time in order to complete a thorough review before being considered for approval. As such, an applicant may voluntarily waive the timing requirement at any time, but is encouraged to submit this waiver with the completed application.

I, the applicant, hereby voluntarily waive the timing requirement as set forth in the MPC (Section 53 P.S. 10508) and the Abington Township Subdivision and Land Development Ordinance (Section 146-13). Applicant acknowledges that this waiver can be revoked at any time upon written notice to the Township Manager. The time limitations set forth in 53 P.S. 10508 and Section 146-13 of the Abington Township Code shall be calculated from the date that the written revocation is received by the Township Manager.

Signed: _____
Applicant

Date: _____

Received: _____
Township

Date: _____

**ESCROW AGREEMENT FOR PROFESSIONAL REVIEW FEES
FOR SUBDIVISION/LAND DEVELOPMENT APPLICATIONS**

The undersigned hereby agrees to post an escrow to cover the costs of the review of subdivision and land development applications by the Township's Planner, Engineer, and Solicitor. The amount of said escrow shall be according to the attached "Schedule of Fees" and shall be posted at the time of initial submission of an application to the Township. Said fees shall be placed in an escrow account and any balance remaining shall be returned to the applicant subsequent to the receipt of final approval.

The applicant is advised that the "Schedule of Fees" represents only an estimate of the costs associated with plan review. The completeness and quality of the submission, the complexity of the project, the number of revisions and other factors may cause costs to exceed the established escrow amounts. If during the course of a subdivision/land development review an escrow amount falls to 10% of the original escrow amount or \$250, whichever is greater, the Township may require the posting of additional escrow.

NOTE: NO FINAL APPROVALS, CONSTRUCTION, BUILDING OR OCCUPANCY PERMITS SHALL BE ISSUED UNTIL ALL OUTSTANDING PROFESSIONAL REVIEW FEES HAVE BEEN SATISFIED.

Signed: _____
Applicant

Date: _____

Applicant Request for County Review

This request should be filled out by the applicant and submitted to the municipality where the application is being filed along with digital copies of all plan sets/information. Municipal staff will electronically file the application with the county, and a notice for the prompt payment of any fees will be emailed to the Applicant's Representative.



MONTGOMERY COUNTY PLANNING COMMISSION

MCPC

P.O. Box 311, Norristown, PA 19404-0311
Phone: 610-278-3722
Business Hours: 8:30 A.M. to 4:15 P.M.
www.planning.montcopa.org

Date: _____

Municipality: _____

Proposal Name: _____

Applicant Name: _____

Address: _____

City/State/Zip: _____

Phone: _____

Email: _____

Applicant's Representative: _____

Address: _____

City/State/Zip: _____

Business Phone (required): _____

Business Email (required): _____

Type of Review Requested:

(Check All Appropriate Boxes)

- ☐ Land Development Plan
- ☐ Subdivision Plan
- ☐ Residential Lot Line Change
- ☐ Nonresidential Lot Line Change
- ☐ Zoning Ordinance Amendment
- ☐ Zoning Map Amendment
- ☐ Subdivision Ordinance Amendment
- ☐ Curative Amendment
- ☐ Comprehensive / Other Plan
- ☐ Special Review*

* (Not included in any other category - includes parking lot or structures that are not associated with new building square footage)

Type of Plan:

- ☐ Tentative (Sketch)
- ☐ Preliminary / Final

Type of Submission:

- ☐ New Proposal
- ☐ Resubmission*

* A proposal is NOT a resubmission if A) The proposed land use changes, or B) The amount of residential units or square footage proposed changes more than 40%, or C) The previous submission was over 5 years ago.

Zoning:

Existing District: _____

Special Exception Granted ☐ Yes ☐ No

Variance Granted ☐ Yes ☐ No For _____

Plan Information:

Tax Parcel Number(s) _____

Location (address or frontage) _____

Nearest Cross Street _____

Total Tract Area _____

Total Tract Area Impacted By Development _____

(If the development is a building expansion, or additional building on existing development, or only impacts a portion of the tract, please provide a rough estimate of the land impacted, including associated yards, drives, and facilities.)

Land Use(s)	Number of New		Senior Housing		Open Space Acres*	Nonresidential New Square Feet
	Lots	Units	Yes	No		
Single-Family						
Townhouses/Twins						
Apartments						
Commercial						
Industrial						
Office						
Institutional						
Other						

*Only indicate Open Space if it will be on a separate lot or deed restricted with an easement shown on the plan.

Additional Information: _____

APPENDIX

ABINGTON TOWNSHIP ORDINANCE REQUIREMENTS

ALL PLANS SHALL, AT A MINIMUM, CONFORM TO THE FOLLOWING:

§ 146-8.2 TENTATIVE SKETCH PLAN REQUIREMENTS.

A. Tentative sketch plans should be drawn legibly and to a reasonably accurate scale, but they need not be precisely surveyed or engineered plans. Tentative sketch plans should show the following information:

- (1) The tract boundary and location by deed plotting.
- (2) A North point and approximate scale.
- (3) A location plan showing the relationship of the subject tract to the surrounding street network.
- (4) The existing and proposed roads and lots layouts, and existing or proposed building layouts.
- (5) Significant topographical and physical features, such as floodplains, wetlands, steep slopes (over 15%), woodlands and existing structures.
- (6) Proposals for control of drainage and runoff and community facilities.
- (7) Approximate building envelope.
- (8) List of proposed uses.

B. It is to the applicant's advantage to show as much of the requested information as possible. Although the Township Planning Commission will discuss any plan presented, a lack of significant information may result in less useful guidance to the applicant.

§ 146-10 GENERAL REQUIREMENTS.

The following plan requirements shall be common requirements for all plans submitted to the township:

A. Drafting standards.

- (1) The horizontal plan shall be drawn at a scale not smaller than one inch equals 50 feet. If such scale is not practical, a lesser scale may be used, provided that prior written permission is obtained from the Township Engineer.
- (2) Plans shall be drafted on sheets either 15 inches by 18 inches, 18 inches by 30 inches or 24 inches by 36 inches.
- (3) If two or more sheets comprise a submission, all sheets shall be of the same size, and each shall be consecutively numbered and titled to show and describe its relation to the total number of sheets comprising the plan (i.e., Grading Plan Sheet 3 of 6).
- (4) The plan must be drawn in ink, and all lettering shall be drawn so as to be legible if the plan should be reduced to half size.
- (5) Dimensions shall be set in feet and decimal parts thereof, and bearings shall be in degrees, minutes and seconds.
- (6) Vertical plan profiles, when required, shall be scaled to four feet equals one inch.

B. General standards.

- (1) Each sheet of a plat or survey for subdivision or land development shall be prepared in accordance with the Professional Engineers and Professional Land Surveyors Registration Law, the

Act of May 23, 1945 (P.L. 913, No. 367).

(2) Each sheet constituting a plan submission or land development plan shall contain the following information:

- (a) The name of the subdivision or land development plan.
 - (b) The name, address, seal and signature of the engineer, surveyor, architect or landscape architect responsible for preparing and drafting the plan.
 - (c) The name of the plan page and page number as described above.
 - (d) The plan number and date of the plan, together with a revision block where subsequent revisions can be identified and dated.
 - (e) The scale of the plan.
 - (f) A North point reference marker.
 - (g) A legend clearly indicating the engineering symbols utilized in drafting and depicting all existing and proposed features.
- (3) When any revision is made to a previously submitted plat, the revision shall be described and dated. Dotted lines shall be used to show features or locations abandoned, and solid lines shall be used to show the currently proposed features.
- (4) The boundary line of the site undergoing subdivision or land development shall be shown as a heavy solid line.
- (5) The submission type as set forth in § 146-9D shall be indicated on the plan sheets, and all preliminary sheets shall be marked "not to be recorded."

§ 146-11 SPECIFIC REQUIREMENTS.

The following component requirements shall be specific to their respective topic areas and shall contain all information described herein. With respect to minor subdivision and minor land development applications, the Township Engineer or Zoning Official may waive any component of the plan requirements, provided that the applicant shall designate the waivers requested, in writing, to the Zoning Official.

A. Property identification plans shall contain the following:

- (1) The township name, plus any other municipality in which the subdivision or land development is located.
- (2) A location map for the purpose of locating the site to be subdivided or developed, at a scale of not less than 800 feet to the inch, showing the relation of the site to adjoining property and to all public and private streets and municipal boundaries existing within 1,000 feet of any part of the property.
- (3) A complete boundary survey of the property to be subdivided or developed, showing all courses, distances, areas and tie-ins to all adjacent street intersections. The survey must be prepared by a Pennsylvania registered land surveyor by on-site field survey and have a closure error not greater than 3/100 of a foot.
- (4) Tract boundaries with tax parcel numbers, owner's names and approximate acreage of lots surrounding any portion of the site for a distance of 400 feet.
- (5) The tax parcel number of the site and total site acreage.
- (6) The location of all existing monuments on or defining the site.
- (7) An indication that the elevations are based upon sanitary sewer datum of the Township of Abington.
- (8) Existing cartways of streets on and adjoining the site, with existing and ultimate rights-of-way and legislative and traffic route numbers.

- (9) The names and addresses of the landowner, applicant and subdivider or land developer. With respect to the owner, the names of the real (title) owners, the names of all equitable owners and the names of all option holders shall be listed.
- (10) The zoning classification applicable to the tract along with all zoning boundaries that traverse or are within 400 feet of the tract, together with a citation of any variances or special exceptions which may have been granted for or affecting the site.
- (11) Zoning district requirements.
 - (a) Zoning district requirements shall be identified as described in the Township Zoning Ordinance. These shall include use regulations, density regulations, lot dimensions, yard setback dimensions, building and impervious coverage limitations, green/open space and buffer requirements, loading zones and required number of parking spaces.
 - (b) The existing and proposed zoning standards for each item cited above in the zoning district requirements shall be depicted in a table for the site in its entirety and, in the case of subdivision, for each proposed lot.
- (12) A description of the available and proposed water supply and sewage disposal facilities.

B. Existing features plans shall contain the following:

- (1) Complete boundary survey of the property to be subdivided or developed, showing all courses, distances, areas and tie-ins to all adjacent street intersections.
- (2) The location, names and widths of all streets, whether including right-of-way, cartway or center line.
- (3) The location of property lines and names of landowners within 400 feet of any part of the site to be subdivided or developed.
- (4) The location and type of all existing survey monuments.
- (5) The location and dimension of all existing buildings and man-made structures or surfaces located on the site, with notation as to which ones will remain and which will be removed.
- (6) The location, size, ownership and purpose of all rights-of-way and easements located within the property boundaries.
- (7) The location, size and ownership of all underground and above ground public or private utilities, on the site and within 400 feet of any portion of the site, including waterlines, sanitary sewer lines, storm sewer lines, electric lines, telephone lines, gas mains, fire hydrants and streetlights.
- (8) Contour information, including:
 - (a) Topography lines measured at vertical intervals of two feet. Such elevations shall be determined by on-site or photogrammetric survey, not interpretation of United States Geological Survey maps.
 - (b) Datum to which contour lines refer.
 - (c) Base flood elevation data as defined in the Township Zoning Ordinance.
 - (d) Steep slope delineation by shading and notation of all areas as follows:
 - [1] Fifteen percent to 25%.
 - [2] Twenty-five percent and greater.
- (9) Soil identification, including the following:
 - (a) Soil types within the site, based on maps contained in the Soil Survey of Montgomery County, United States Department of Agriculture, Soil Conservation Service, 1967, as amended. An attached table shall indicate each soil's development limitation, i.e., bearing value, depth to bedrock, seasonal water table, etc.
 - (b) Delineation of floodplain soils.

- (10) Water resource identification by delineation and notation of all the following:
 - (a) Floodplain areas.
 - (b) Wetland areas.
 - (c) Permanent and intermittent watercourses, including streams, swales, culverts, lakes, ponds and springs.
- (11) Vegetation resource identification of all the following:
 - (a) Forest and woodland areas.
 - (b) Stand-alone trees with calipers of 10 inches or greater, measured at a point four feet above grade, with indication of which trees are to be removed and which are to remain.
 - (c) Other significant vegetation.

C. Proposed layout plans shall show the following:

- (1) The layout, width, length, center line elevation and names of all proposed cartways, streets and alleys, together with locations of all associated curbs, sidewalks and gutters.
- (2) The layout, dimensions, bearings and net area of all proposed lots and consecutive numbering of all lots.
- (3) Building setback lines incorporated with any other construction restriction line established by the Township Zoning Ordinance, indicated on each proposed lot.
- (4) A notation indicating the proposed use of all lots or areas which shall contain uses other than residential.
- (5) A notation of all lots or areas to be dedicated for public or common use, street widening, park or recreation or other public uses.
- (6) The location, dimension, height, type and first-floor elevation of all proposed buildings and structures.
- (7) Where there are existing buildings or structures located on sites being subdivided or developed, a notation of those being demolished and those to remain.
- (8) The layout of all parking areas and arrangement of all parking spaces for commercial and multifamily development.
- (9) The purpose, location and dimensions of all rights-of-way and easements proposed to be created for access, drainage, utilities or other pertinent reasons.
- (10) The location and size of all proposed sanitary sewer lines, storm sewer lines and related structures, water mains, fire hydrants, utility lines and on-site sewage disposal facilities.
- (11) The location of all open space areas, parks and recreation facilities, with notation as to whether they are offered for dedication or are to remain as private facilities.

D. Grading plans.

- (1) Existing topography lines shall be measured at vertical intervals of two feet for land with an average natural slope of 10% or less. Vertical intervals of five feet shall be used for more steeply sloping land.
- (2) Elevations shall be determined by on-site survey or by photogrammetric survey, not interpretation of United States Geological Survey maps.
- (3) Existing contour lines shall be represented by dashed lines.
- (4) Datum to which contour lines refer shall be based on Abington Township sanitary sewer datum.
- (5) Base flood elevation data as defined in the Township Zoning Ordinance shall be indicated.
- (6) Proposed finished contours shall be indicated at vertical intervals of two feet and delineated with solid lines.

- (7) Delineation shall be made of the limits of work areas and the portions to remain undisturbed.
- (8) Areas of cut and fill shall be delineated.
- (9) Areas for the temporary storage of site soil and materials shall be identified.

E. Erosion control plan.

- (1) This plan shall be prepared pursuant to the Clean Stream Law, P.L. 1987, including design basis of surface and storm drainage provisions for and details of the methods to be used to prevent erosion and discharge of sediments from the property, both during and following construction.
- (2) A narrative containing the following information shall be prepared:
 - (a) A general description of the proposed development.
 - (b) A general description of temporary and permanent accelerated erosion control.
 - (c) A general description of temporary and permanent sedimentation control.
 - (d) A general description of stormwater management during and after the proposed development.
 - (e) A study of the watershed in which the site is located to assess the impact on downstream conditions.
 - (f) Estimated development schedule for the site, including:
 - [1] Stripping and clearing.
 - [2] Rough grading and installation of erosion and sedimentation control facilities.
 - [3] Installation of improvements, including streets, utilities, buildings, driveways, parking areas and other structures and facilities.
 - [4] Final grading and vegetation establishment, including a description of the conversion of erosion and sedimentation controls to permanent stormwater management facilities.
 - (g) A statement describing temporary control measures and facilities for use during earthmoving, including:
 - [1] Types, locations and dimensional details of erosion and sedimentation control devices.
 - [2] Protection of existing drainage facilities.
 - [3] Facilities to prevent tracking of mud by construction vehicles off the site.
- (3) Plans and details are to be in accordance with standards and specifications found in the Erosion and Sediment Control Handbook available through the Montgomery Soil Conservation District.

F. Improvement construction plan.

- (1) Stormwater management plans shall contain the following:
 - (a) Mapping of the watershed areas in which the site is located (United States Geological Survey Quadrangle Map or similar).
 - (b) Computations of the stormwater runoff for all points of runoff concentration before, during and after development, including all supporting data.
 - (c) All existing drainage features which are to be incorporated in the design, identified with an explanation of the facilities operation.
 - (d) A plan of the proposed stormwater drainage facilities and systems, including storm drain pipes and inlets, runoff control devices and drainage channels.
 - (e) Design computations for the sizing of the pipe barrel and perforated riser.
 - (f) Flood routing and/or storage requirement calculations.
 - (g) A stage-storage curve for such detention/retention basins.
 - (h) The berm embankment and outlet structure, showing the top of berm elevation, top width of berm, side slopes, emergency spillway elevation and elevations of the outlet structures,

- including the riser and dimensions and spacing of the antiseep collars.
- (i) A detailed plan of the trash rack and antivortex device.
 - (j) An overall plan of the basin area, showing grading and landscaping.
 - (k) A detailed plan of any required off-site improvements.
 - (l) A description of the permanent stormwater management program, including methods and frequency of removing and disposing of sediment and other materials from the storm management facilities, both during and after completion of the development project.
- (2) Street improvement.
- (a) The horizontal plan (streets) shall contain the following:
 - [1] Center line with bearing, distances, curve data and stations corresponding to the profile.
 - [2] Right-of-way and curblines with radii at intersections.
 - [3] Beginning and end of proposed construction.
 - [4] Tie-ins by courses and distances to the intersection of all public streets, with their names and widths.
 - [5] Location of all monuments, with reference.
 - [6] Location and size of all drainage facilities, sidewalks, utilities, fire hydrants, lighting standards and street name signs.
 - (b) The profile plan (streets) shall contain the following:
 - [1] Profiles and elevations along the existing ground surface over the center line and right-of-way lines, both right and left of the center line.
 - [2] The proposed center line grade with percent on tangents and elevations at fifty-foot intervals, grade intersection and either end of curb radii.
 - [3] The profile of the proposed curve grade, showing percentage of grade on tangents and details of vertical curves, including elevation at intersection of tangents projected and length of vertical curve.
 - [4] Elevation at intersection of curblines projected.
 - [5] Station and top of curb elevation at all points of curve and tangent of horizontal curves.
 - (c) The cross section plan (streets) shall contain the following:
 - [1] Right-of-way width and location and width of paving within the right-of-way.
 - [2] The type, thickness and crown of paving.
 - [3] The type and size of curbing.
 - [4] Grading of sidewalks.
 - [5] Location, width, type and thickness of sidewalks and driveway aprons.
 - [6] Typical section of combined curb and gutter and typical section for paving and curbing required by the Pennsylvania Department of Transportation, if applicable.
- (3) Sanitary sewer plan.
- (a) The horizontal plan (sewers) shall contain the following:
 - [1] The location and size of line, with stations corresponding to the profile.
 - [2] The location of manholes, with grade between and elevation of flow line and top of each manhole.
 - [3] The beginning and end of proposed construction.
 - [4] Alignment and size of storm drain appurtenances adjacent to proposed sanitary sewers.
 - [5] Location and size of all laterals.
 - (b) The profile plan (sewers) shall contain the following:
 - [1] The profile of existing ground over the center line of the sanitary sewer line.
 - [2] The profile of the proposed ground grade over the center line of the sanitary sewer line.

- [3] The profile of the proposed invert grade indicating the percent of grade.
- [4] Station and invert elevations of proposed manholes along the flow line at fifty-foot intervals.
- [5] The type and size of pipe, cradle and manholes.
- (4) Storm sewer facilities.
 - (a) The horizontal plan (storms) shall contain the following:
 - [1] The location and size of line, with stations corresponding to the profile.
 - [2] The location of manhole and inlets, with grade between and elevation of flow line and top of each inlet.
 - [3] The beginning and end of proposed construction.
 - [4] The detail of the proposed inlets.
 - [5] Hydraulic and structural design data and calculations for storm sewers, inlets, bridges and culverts.
 - (b) The profile plan (storms) shall contain the following:
 - [1] The profile of the existing ground over the center line of the storm sewer line.
 - [2] The profile of the proposed ground grade over the center line of the storm sewer line.
 - [3] The profile of the proposed invert grade indicating the percent of grade.
 - [4] Station and invert elevations of proposed manholes and inlets along the flow line at fifty-foot intervals.
 - [5] The type and size of pipe, manhole and inlets.
 - [6] Complete structural details of all endwalls and energy dissipaters.
 - (c) Open drainage courses shall contain the following:
 - [1] Center line stations corresponding to those shown in profile.
 - [2] The width of the channel at bottom and top.
 - [3] Profile and elevations along the existing ground surface over the channel center line and the right-of-way line.
 - [4] Profile of the channel bed showing percentage of grade.
 - [5] Profile of finished grades along the right-of-way lines.
 - [6] Cross section of right-of-way width and the location and width of the top and bottom of the channel.
 - [7] The type and thickness of paving and/or sidewalls.
 - [8] The depth and slope of sidewalls.
 - (d) Detention basins shall contain the following:
 - [1] A horizontal plan showing the proposed detention basins and appurtenances.
 - [2] Limits of the proposed basin construction showing the location of berms, outlet control structures, overflow structures and systems flowing into the basin.
 - [3] Contours of the completed basin and outline of basin bottom and high-water elevation.
 - [4] Complete structural details of outlet-control structures.

G. Utility plan.

- (1) The utility plan shall be superimposed on the basic layout plan and shall include the location, size, type and, where applicable, elevations of the following above and below ground, existing and proposed features and structures:
 - (a) Sanitary sewer lines, manholes and other related appurtenances.
 - (b) Storm sewer lines, manholes, inlets and other related appurtenances.
 - (c) Waterlines, control valves and other related appurtenances.

- (d) Fire hydrants, fire lanes and Fire Department connections.
 - (e) Electric lines, junctions, vaults and other related appurtenances.
 - (f) Telephone lines, junctions, vaults and other related appurtenances.
 - (g) Gas mains and other petroleum lines and tanks, together with existing safety markers.
 - (h) Cable television lines and related appurtenances.
 - (i) Streetlighting standards and street name signs.
 - (j) Traffic control devices and signs.
 - (k) Site lighting locations and standards.
 - (l) Trash dumpster and enclosure locations.
- (2) The ownership of all existing and proposed utilities shall be indicated on the plan.
- (3) The plan shall contain a notation that all work will be performed in strict compliance with the provisions of Pennsylvania State Act 287, governing the installation of public utilities.

H. Landscaping and shade tree plan.

- (1) The landscaping plan shall be prepared by a registered landscape architect.
- (2) The landscape plan shall be superimposed on the basic layout plan and include the following information:
- (a) Existing landscape material and vegetation to be removed.
 - (b) Existing landscape material and vegetation to be incorporated into the final plan.
 - (c) The location, size and type of all proposed street shade trees.
 - (d) The location, size and type of plantings for all proposed and required green space and buffer yards.
 - (e) Proposed planting schedule indicating the species, number and size of all proposed and required plantings.
 - (f) Details of the proposed method of planting and staking.

I. Phasing plan.

- (1) The phasing plan shall delineate, with solid, bold lines, all sections of an overall development plan which are planned for construction at different times.
- (2) The various sections shall be identified with a phasing number, the sequencing of which shall indicate the general construction order that development is proposed to occur.
- (3) The phasing delineation shall be superimposed on the preliminary layout plan.

J. Recreational facilities plans shall contain the following:

- (1) A narrative describing how the proposed recreational facilities will meet the needs of the future community which the proposed subdivision or land development will generate. The standards for such population shall be taken from the National Recreation and Parks Association.
- (2) The location and size of all parks, playgrounds, public buildings, public areas or parcels of land proposed to be dedicated or reserved for public use.
- (3) The location and size of all parks, playgrounds, facilities and parcels of land proposed to be reserved for common use by development residents.
- (4) A general proposal for the maintenance of open space and public facilities and the proposed method of management.
- (5) The type and specifications for all equipment associated with and provided for use with public parks, playgrounds and recreational facilities.
- (6) The location, description and specifications for provisions of access, rest, sanitation, water,

lighting and parking.

(7) Schedule of proposed construction.

(8) When deemed acceptable by the applicant, subdivider or land developer, a statement for the provision of contribution of fees in lieu of recreational facilities, according to resolution established by the Board of Commissioners.

K. Planning modules. Sewage facilities planning modules for subdivision and land development, as required by Chapter 711 of the Pennsylvania Sewage Facilities Act, as amended, shall be provided on forms published by the Pennsylvania Department of Environmental Resources (DER).

L. Architectural plans.

(1) Tentative architectural plans, appropriately scaled to show the following details, shall be included:

(a) Front, side and rear elevations of proposed buildings.

(b) The number of floors proposed, including basement and mezzanine areas.

(c) Building use group as defined in the Township Building Code. If mixed uses are proposed, an indication of the use groups involved shall also be included.

(d) Area and height limitations of proposed buildings.

(e) Construction type as defined in the Township Building Code.

(f) Sprinkler requirements as defined in the Township Sprinkler Ordinance.

(g) The location of fire exits and exit discharge.

(h) For apartment buildings, the total dwelling unit count and the number of rooms proposed for each dwelling unit.

(2) While Pennsylvania State Department of Labor and Industry approval is required on commercial architectural plans prior to the issuance of a building permit, it need not be procured for a tentative architectural plan prepared for review with a subdivision and land development plan application.

M. Documentations; agreements; certifications; covenants; easements; restrictions; permits.

(1) Documentations, agreements, certifications, covenants, easements, restrictions and permits shall include the following:

(a) A letter certifying the availability of public sanitary sewer facilities from the appropriate utility, if applicable.

(b) A letter certifying the availability of a central water supply system from the appropriate utility, if applicable.

(c) A description and contract for the ownership, management and maintenance of open space and/or private streets, sewer systems, water supply and other improvements.

(d) Restrictive covenants governing the reservation and maintenance of undedicated open space.

(e) Private deed restrictions, as may be imposed upon the property as a condition of sale, together with a statement of any restrictions previously imposed upon the property and which may affect the title to the land being subdivided or developed.

(f) All offers of dedicated improvements.

(g) Improvement agreements when required by the Board of Commissioners.

(h) Permits and documentation required by all applicable regulatory agencies described in § 146-20B of this chapter.

(2) If land to be subdivided or developed lies partly within another municipality, the applicant shall submit information concerning the location and design of streets, layout and size of lots and

provision of public utilities on lands subject to his/her control within the adjoining municipality. Evidence of review and/or approval of this information by appropriate authorities of that municipality shall also be provided.

§ 146-12 RECORD PLAN REQUIREMENTS.

A. Style submitted. The following shall be submitted to the Township Engineer:

- (1) A record plan, which shall be a clear and legible blue or black line print on white opaque linen and shall be an exact composite overlay of the approved final property identification and proposed layout plans, on a sheet of the size required by the drafting standards.
- (2) One reproducible Mylar (plan size) and one reproducible Mylar (one inch equals 400 inches).

B. Seals. The following seals are required on the plan:

- (1) The impressed seal of the licensed civil engineer and/or land surveyor who prepared the plan.
- (2) The impressed corporate seal, if the subdivider or its signing party is a corporation or other entity.
- (3) The impressed seal of a notary public or other qualified officer acknowledging the owner's statement of intent.
- (4) The impressed seal of the Township of Abington.
- (5) The impressed seal of the Township Engineer.

C. Acknowledgments. The following are required on the record plan, where applicable:

- (1) Where the owner(s) are individuals, all shall join in an acknowledgment as follows:

**Commonwealth of Pennsylvania
County of Montgomery**

On the _____ day of _____, A.D. 20 ____, before me, the subscriber, a Notary Public of the Commonwealth of Pennsylvania, residing in _____, personally appeared _____ (names of all owners), known to me (or satisfactorily proven) to be the person(s) whose name(s) (is/are) subscribed to the foregoing plan and acknowledged that (he, she, they) (is/are) the owner(s) of the designated land, that all necessary approval of the plan has been obtained and is endorsed thereon and that (he, she, they) desire that the foregoing plan may be duly recorded.

Notary Public _____

My Commission Expires _____

(2) Where the owner is a partnership, corporation or other entity, an acknowledgment shall be executed substantially as follows:

**Commonwealth of Pennsylvania
County of Montgomery**

On the _____ day of _____, A.D. 20 _____, before me, the subscriber, a Notary Public of the Commonwealth of Pennsylvania, residing in _____, personally appeared _____ (name of officer of the corporation), who acknowledged (himself/herself) to be the (president or secretary), being authorized to do so, (he/she) executed the foregoing plan by signing that said corporation is the owner of the designated land, that all necessary approval of the plan has been obtained and is endorsed thereon and that said corporation desires that the foregoing plan may be duly recorded.

Notary Public _____

My Commission Expires _____

D. Approval notation and signatures is as follows:

Approved by the Board of Commissioners of the Township of Abington this _____ day of _____, 20_____

Attest
President _____
Secretary _____
Engineer _____

MCPC No. _____
PROCESSED and REVIEWED. A report has been prepared
By the Montgomery County Planning Commission in accordance
With the Municipalities Planning Code.

Certified this date _____

For the Director

Montgomery County Planning Commission

E. Recording notations. The following notations are required to be cited on the record plan:

(1) "Recorded in the Office for the Recording of Deeds, etc., Norristown, Pennsylvania, in Plan Book _____, Page No. _____, on (date), by (name)."

- (2) "Fire hydrants and streetlights are to be installed at the expense of the subdivider/land developer in accordance with township standards and with the recommendations of the respective utility companies, subject to the approval of the Board of Commissioners."
- (3) "Streetlights and street name signs are to be installed at the expense of the subdivider/land developer in accordance with township standards and dedicated to the township."
- (4) "The Philadelphia Electric Company and the Bell Telephone Company of Pennsylvania are granted the right to construct, maintain and repair pole lines and underground equipment on, under and across lots, and this shall be so recited in all deed descriptions, together with the right to construct, maintain and repair pole lines and underground equipment on, under and across all highways in this tract."
- (5) Where a plan requires access to a highway which is under the jurisdiction of the Pennsylvania Department of Transportation, "A Highway Occupancy Permit is required by Section 420 P.L. 1242, No. 428 known as the 'State Highway Law,' before driveway access to a state highway is permitted or constructed." Where a plan requires access to a highway which is under the jurisdiction of the Montgomery County, it shall include the following notation: "A Highway Occupancy Permit is required by the Roads and Bridges Division of the Montgomery County Public Works before driveway access to a County highway is permitted or constructed."
- (6) When the installation of curbs or sidewalks is waived for a particular development plan, "Curbs and/or sidewalks may be required to be installed by subsequent landowners at their expense, by direction of the Board of Commissioners."
- (7) Other notations as required by this chapter and the Board of Commissioners.